

SCHEDULE

FORM INFORMATION	Submittal/Update Requirements
<p>1. OPM Ethics Form 1 – Gift & Campaign Contributions <i>Reason:</i> Required by statute. Applies to contracts having a value of \$50,000 or more in a calendar or fiscal year.</p>	<ul style="list-style-type: none"> • at time of contract execution • If after the initial submission there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier. • must be updated within 14 days of the 12 month anniversary of the most recently filed certification
<p>2. OPM Ethics Form 5– Consulting Agreement Affidavit <i>Reason:</i> Required by statute. Applies to contracts having a value of \$50,000 or more in a calendar or fiscal year.</p>	<ul style="list-style-type: none"> • Accompanies a bid or proposal • After the initial submission if there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier.
<p>3. OPM Form – Nondiscrimination Certification (less than \$50,000) 4. OPM Form – Nondiscrimination Certification (\$50,000 or more) <i>Reason:</i> Required by statute. Provider must submit one or other form (not both), depending on the value of the contract award.</p>	<ul style="list-style-type: none"> • prior to the award of a contract • If after the initial submission there is any change in the information contained in the most recently filed certification an updated certification must be submitted not later than 30 days after the effective date of the change or upon submittal of a new bid or proposal whichever is earlier. • Must also certify no later than fourteen (14) days after the 12 month anniversary of the most recently filed certification that the representation on file is current and accurate.
<p>5. Board of Directors (List of Members) <i>Reason:</i> Due diligence. Agencies request this information from provider only “as needed.”</p>	<p>If requested:</p> <ul style="list-style-type: none"> • proposal (if competitive) <u>or</u> • original contract
<p>6. DAS R50 Workforce Analysis <i>Reason:</i> Used to collect workforce data for the Commission on Human Rights and Opportunities. Some agencies use the federal form to make it easier on their contractors, who must report to the feds using form EEO-1.</p>	<ul style="list-style-type: none"> • Submitted with requisite contract documents.